Discoverer Viewer Financial Statements Instructions

✓ **How to Access Discoverer Viewer from STARS**

Use your Internet Explorer to go to the STARS website (http://stars1.energy.gov/). Once there, you will see the STARS Main Menu. This is where you may have previously gone to Logon to the STARS application. This time, click on 'Reporting Tools' over on the left side. The center of the screen will now show you the 'Reporting and Query Tools'.

✓ **Connection to Discoverer Viewer from STARS**

Click on 'Discoverer Viewer' to get to its Connection screen. If this is your first time using Discoverer Viewer, you will need to create a 'connection' to the STARS database. Click on 'Create Connection'. Put the cursor next to 'Connection Name', and type in a name that is meaningful to you (e.g., Rick's Connection to STARS).

Put the cursor next to 'Connection Description', and type in an extended description of what is the purpose of this connection (e.g., Rick's access to STARS Production database). For the 'Locale', click on the arrow, and highlight 'English (United States)'.

Put the cursor next to 'User Name', and type in your Discoverer Viewer User Name (e.g., loydr). Put the cursor next to 'Password', and type in your Discoverer Viewer password (same password used to access the STARS application) (e.g., pass_long). Put the cursor next to 'Database', and type in the database name (strs). Click in the 'Oracle Applications User' box. Click on 'Apply'. For the 'Applications Responsibility', click on the arrow, and highlight 'DOE GL Inquiry'. Click on 'Apply".

From here on, any time you select 'Discoverer Viewer' from the 'Reporting and Query Tools' off the STARS Main Menu, you will see this database connection on the Connection screen. When you want to connect to the Production database, click on the desired Connection Name. On the next screen, type in your Discoverer Viewer password. Click on 'Connect'.

✓ **Accessing Discoverer Viewer Workbooks**

To get to the DOE Balance Sheet, note that all Discoverer Viewer workbooks available to you can now be seen in the current window (List of Workbooks). Use the scroll bar on the right to get to, and click on 'CBSH'06 Detail & Summary Stmt'. Over on the left you can see a list of all the reports in this workbook

✓ Generating Worksheet Reports

There are two basic types of reports that you can select. You have the 'Summary Statement', which is the high-level financial statement, where each statement line is a line on the report. You also have the 'Detail' report, where each statement line is broken out by SGL.

There exists such a report pair at multiple levels of reporting: DOE reports, Allottee reports, Fund reports, and Allottee/Reporting-Entity reports. Once you click on the specific report you want to run, you have the ability to run the query with the default settings. Click on 'OK' if that's what you want. Most likely, you'll want to change some parameters. Click on "Edit Parameters". This puts you on a Parameter screen, where you answer prompts. The prompting depends on which report you chose.

Let's go over the Allottee prompting first. In the Allottee Code section, click on 'Exact', and in the box next to it type in your 2-digit Allottee Code. Headquarters may leave the invisible % next to the 'Starts with' if they want to see all reports, one per Allottee. In the Fiscal Period Year section, type in 2006 for FY2006 reporting. In the Fiscal Period Number section, type in 4 for first quarter reporting, 7 for second quarter, 10 for third quarter, or 15 for end-of year (which is the default). Theoretically, you could report as of any specific period, inclusive. In the SGL section, leave it alone to give you all SGLs for the report. Type in a specific SGL next to the 'Starts with', when creating a Detail report, if you want to concentrate on partial report data.

When done, click on 'Apply'. The query will now begin. Just be patient. When the report finishes, you can view it on the screen right away. Click on 'Printable Page'. Use the scroll bar on the right to move down and up the report.

If you want to print the report, click on 'File', then 'Print Preview'. Click on 'Print'. Select your printer. Some reports need to be printed 'Landscape', but the user must make the determination and set the printer. If the report looks pretty wide on the screen, or if you're not sure, play it safe and go for 'Landscape'. Click on 'Preferences' and find the tab that lets you select ' Landscape'. Then OK it. Finally, click on 'Print'. To select another report, click on 'Back', then click on the other report name on the left of the screen, and repeat the process just described.

The prompting will be a bit different for the Fund reports. Rather than an Allottee prompt, you'll get a Fund prompt. Type in the 5-digit Fund Code. Headquarters may enter nothing if they want to see all reports, one per Fund. To enter multiple Funds, just separate them by commas.

The prompting will be a bit different for the Allottee and Reporting Entity reports. In addition to the Allottee prompt, you'll get a Reporting Entity prompt. Type in the 6-digit Reporting Entity Code. All Reporting Entities may be reported by entering nothing for the code.

In the DOE high-level reports, there will be no prompting for Allottee, Fund, or Reporting Entity.

✓ **Ending Discoverer Viewer Session**

When you're done generating reports in the DOE Balance Sheet workbook, just close the window to terminate the database connection. Close the STARS window.